REQUEST FOR APPOINTMENT (RFA) NEW CHECKLIST

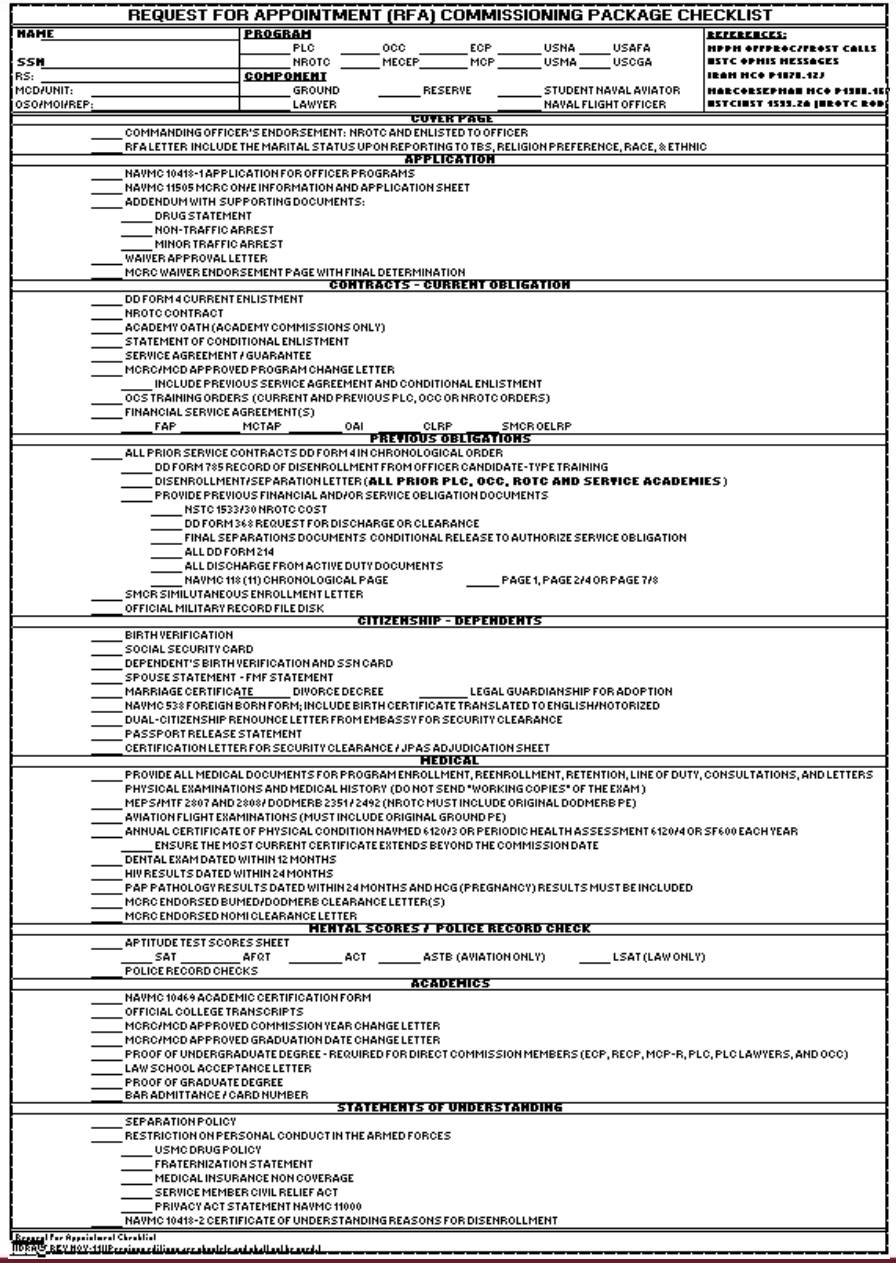
MCRC OP

JUL 2012

RFA CHECKLIST

- Submit with RFA!!
- Rough/Draft NAVMC 763 is now omitted
- Updated checklist includes all programs
- Not everything will apply
- Some new forms
- Adds more detail to assist in proper documentation
- Enter “N/A” if the checklist item does not apply

Please check website for current version.



REQUEST FOR APPOINTMENT (RFA) COMMISSIONING PACKAGE CHECKLIST

NAME

SSN

RS:

MCD/UNIT:

OSO/MOI/REP:

PROGRAM

PLC ____ OCC ____ ECP ____ USNA ____ USAFA

____ NROTC ____ MECEP ____ MCP ____ USMA ____ USCGA

COMPONENT

GROUND ____ RESERVE ____ STUDENT NAVAL AVIATOR

____ LAWYER ____ NAVAL FLIGHT OFFICER

REFERENCES:

MPPH OFFPROC/PROST CALLS

BSTC OPNIS MESSAGES

IRAM MCO P1070.12J

MARCORSEPMAN MCO P1900.16

BSTCINST 1533.2A (NROTC ROD)

COVER PAGE

____ COMMANDING OFFICER'S ENDORSEMENT: NROTC AND ENLISTED TO OFFICER

____ RFA LETTER INCLUDE THE MARITAL STATUS UPON REPORTING TO TBS, RELIGION PREFERENCE, RACE, & ETHNIC

APPLICATION

____ NAVMC 10418-1 APPLICATION FOR OFFICER PROGRAMS

____ NAVMC 11505 MCRC ONE INFORMATION AND APPLICATION SHEET

____ ADDENDUM WITH SUPPORTING DOCUMENTS:

____ DRUG STATEMENT

____ NON-TRAFFIC ARREST

____ MINOR TRAFFIC ARREST

____ WAIVER APPROVAL LETTER

____ MCRC WAIVER ENDORSEMENT PAGE WITH FINAL DETERMINATION

CONTRACTS - CURRENT OBLIGATION

____ DD FORM 4 CURRENT ENLISTMENT

____ NROTC CONTRACT

____ ACADEMY OATH (ACADEMY COMMISSIONS ONLY)

____ STATEMENT OF CONDITIONAL ENLISTMENT

____ SERVICE AGREEMENT / GUARANTEE

____ MCRC/MCD APPROVED PROGRAM CHANGE LETTER

____ INCLUDE PREVIOUS SERVICE AGREEMENT AND CONDITIONAL ENLISTMENT

____ OCS TRAINING ORDERS (CURRENT AND PREVIOUS PLC, OCC OR NROTC ORDERS)

____ FINANCIAL SERVICE AGREEMENT(S)

____ FAP ____ MCTAP ____ OAI ____ CLRP ____ SMCR OELRP

PREVIOUS OBLIGATIONS

____ ALL PRIOR SERVICE CONTRACTS DD FORM 4 IN CHRONOLOGICAL ORDER

____ DD FORM 785 RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING

____ DISENROLLMENT/SEPARATION LETTER (**ALL PRIOR PLC, OCC, ROTC AND SERVICE ACADEMIES**)

____ PROVIDE PREVIOUS FINANCIAL AND/OR SERVICE OBLIGATION DOCUMENTS

____ NSTC 1533/30 NROTC COST

____ DD FORM 368 REQUEST FOR DISCHARGE OR CLEARANCE

____ FINAL SEPARATIONS DOCUMENTS CONDITIONAL RELEASE TO AUTHORIZE SERVICE OBLIGATION

____ ALL DD FORM 214

____ ALL DISCHARGE FROM ACTIVE DUTY DOCUMENTS

____ NAVMC 118 (11) CHRONOLOGICAL PAGE ____ PAGE 1, PAGE 2/4 OR PAGE 7/8

____ SMCR SIMILUTANEOUS ENROLLMENT LETTER

____ OFFICIAL MILITARY RECORD FILE DISK

CITIZENSHIP - DEPENDENTS

____ BIRTH VERIFICATION

____ SOCIAL SECURITY CARD

____ DEPENDENT'S BIRTH VERIFICATION AND SSN CARD

____ SPOUSE STATEMENT - FMF STATEMENT

____ MARRIAGE CERTIFICATE ____ DIVORCE DECREE ____ LEGAL GUARDIANSHIP FOR ADOPTION

____ NAVMC 538 FOREIGN BORN FORM; INCLUDE BIRTH CERTIFICATE TRANSLATED TO ENGLISH/NOTORIZED

____ DUAL-CITIZENSHIP RENOUNCE LETTER FROM EMBASSY FOR SECURITY CLEARANCE

____ PASSPORT RELEASE STATEMENT

____ CERTIFICATION LETTER FOR SECURITY CLEARANCE / JPAS ADJUDICATION SHEET

MEDICAL

____ PROVIDE ALL MEDICAL DOCUMENTS FOR PROGRAM ENROLLMENT, REENROLLMENT, RETENTION, LINE OF DUTY, CONSULTATIONS, AND LETTERS

____ PHYSICAL EXAMINATIONS AND MEDICAL HISTORY (DO NOT SEND "WORKING COPIES" OF THE EXAM)

____ MEPS/MTF 2807 AND 2808/ DODMERB 2351/2492 (NROTC MUST INCLUDE ORIGINAL DODMERB PE)

____ AVIATION FLIGHT EXAMINATIONS (MUST INCLUDE ORIGINAL GROUND PE)

____ ANNUAL CERTIFICATE OF PHYSICAL CONDITION NAVMED 6120/3 OR PERIODIC HEALTH ASSESSMENT 6120/4 OR SF600 EACH YEAR

____ ENSURE THE MOST CURRENT CERTIFICATE EXTENDS BEYOND THE COMMISSION DATE

____ DENTAL EXAM DATED WITHIN 12 MONTHS

____ HIV RESULTS DATED WITHIN 24 MONTHS

____ PAP PATHOLOGY RESULTS DATED WITHIN 24 MONTHS AND HCG (PREGNANCY) RESULTS MUST BE INCLUDED

____ MCRC ENDORSED BUMED/DODMERB CLEARANCE LETTER(S)

____ MCRC ENDORSED NOMI CLEARANCE LETTER

MENTAL SCORES / POLICE RECORD CHECK

____ APTITUDE TEST SCORES SHEET

____ SAT ____ AFQT ____ ACT ____ ASTB (AVIATION ONLY) ____ LSAT (LAW ONLY)

____ POLICE RECORD CHECKS

ACADEMICS

____ NAVMC 10469 ACADEMIC CERTIFICATION FORM

____ OFFICIAL COLLEGE TRANSCRIPTS

____ MCRC/MCD APPROVED COMMISSION YEAR CHANGE LETTER

____ MCRC/MCD APPROVED GRADUATION DATE CHANGE LETTER

____ PROOF OF UNDERGRADUATE DEGREE - REQUIRED FOR DIRECT COMMISSION MEMBERS (ECP, RECP, MCP-R, PLC, PLC LAWYERS, AND OCC)

____ LAW SCHOOL ACCEPTANCE LETTER

____ PROOF OF GRADUATE DEGREE

____ BAR ADMITTANCE / CARD NUMBER

STATEMENTS OF UNDERSTANDING

____ SEPARATION POLICY

____ RESTRICTION ON PERSONAL CONDUCT IN THE ARMED FORCES

____ USMC DRUG POLICY

____ FRATERNIZATION STATEMENT

____ MEDICAL INSURANCE NON COVERAGE

____ SERVICE MEMBER CIVIL RELIEF ACT

____ PRIVACY ACT STATEMENT NAVMC 11000

____ NAVMC 10418-2 CERTIFICATE OF UNDERSTANDING REASONS FOR DISENROLLMENT

Request For Appointment Checklist

MCRC REV NOV-11UP reviewed fillable pdf checklist and shall not be saved

RFA NAME AND PROGRAM INFO

REQUEST FOR APPOINTMENT (RFA) COMMISSIONING PACKAGE CHECKLIST

NAME	SMITH, JOHN P.	PROGRAM									
			PLC		OCC		ECP		USNA		USAFA
SSN	FULL SSN		NROTC		MECEP		MCP		USMA		USCGA
RS (PLC/OCC ONLY):		COMPONENT									
MCD/UNIT:	YOUR NROTC UNIT		GROUND		RESERVE				STUDENT NAVAL AVIATOR		
OSO/MOI/REP:	MOI NAME		LAWYER						NAVAL FLIGHT OFFICER		

PLACE AN “X” OR CIRCLE APPROPRIATE PROGRAM AND COMPONENT

RFA COVER AND APPLICATION

THE NROTC COVER PAGE DOES NOT CHANGE BUT RFA LETTER FROM MEMBER MUST INCLUDE RELIGION, RACE AND ETHNICITY (IF THEY CHOOSE TO ANSWER) AS THE ROUGH 763 IS NOW OMITTED.

	COVER PAGE
_____	COMMANDING OFFICER'S ENDORSEMENT: NROTC AND ENLISTED TO OFFICER
_____	RFA LETTER INCLUDE THE MARITAL STATUS UPON REPORTING TO TBS, RELIGION PREFERENCE, RACE, & ETHNIC
	APPLICATION
_____	NAVMC 10418-1 APPLICATION FOR OFFICER PROGRAMS (PLC/OCC ONLY)
_____	NAVMC 11505 MCRC ON/E INFORMATION AND APPLICATION SHEET (NROTC AND E-O ONLY)
_____	ADDENDUM WITH SUPPORTING DOCUMENTS (PLC/OCC ONLY)
_____	DRUG STATEMENT
_____	NON-TRAFFIC ARREST
_____	MINOR TRAFFIC PAGE
_____	WAIVER APPROVAL LETTER (IF APP)
_____	MCRC WAIVER ENDORSEMENT PAGE WITH FINAL DETERMINATION (IF APP)

THE APPLICATION IS THE MCRC ON/E INFO SHEET SIGNED AND DATED BY MOI.

INCLUDE ALL STATEMENTS EVEN IF NOTHING TO REPORT…INDICATE NONE ON FORMS.

IF MEMBER HAS A WAIVER, INCLUDE ALL DOCUMENTATION. FOR NROTC/MECEP, MCRC WAIVER ENDORSEMENT DOES NOT APPLY

RFA CURRENT CONTRACT

- ALL MEMBERS SHOULD HAVE CURRENT DD4 IN USMC RESERVE AS PVT E-1 FOR MIDN AND CURRENT FOR MECEPs IN USMC.
- STATEMENT OF CONDITIONAL ENLISTMENT DOES NOT APPLY TO NROTC/MECEP
- SERVICE AGREEMENTS (GROUND, 7599 OR 7578 TRAINING AGREEMENT)
- ANY PROGRAM CHANGE APPROVAL LETTERS IF APPLICABLE
- INCLUDE ORDERS FROM OCS (PRINT FROM DTS IN 6100 ORDERS FORMAT)
  - GOES TOWARD RETIREMENT CREDIT
  - DOES NOT COUNT FOR ACTIVE DUTY SERVICE TIME
- FINANCIAL SERVICE AGREEMENTS USUALLY DO NOT APPLY TO NROTC AND E-O

CONTRACTS - CURRENT OBLIGATION

_____ DD FORM 4 CURRENT ENLISTMENT

_____ NROTC CONTRACT

_____ ACADEMY OATH (ACADEMY COMMISSIONS ONLY)

_____ STATEMENT OF CONDITIONAL ENLISTMENT (PLC/OCC ONLY)

_____ SERVICE AGREEMENT / GUARANTEE

_____ MCRC/MCD APPROVED PROGRAM CHANGE LETTER (IF APP)

_____ INCLUDE PREVIOUS SERVICE AGREEMENT AND CONDITIONAL ENLISTMENT

_____ OCS TRAINING ORDERS (CURRENT AND PREVIOUS PLC, OCC OR NROTC/E-O ORDERS)

_____ FINANCIAL SERVICE AGREEMENT(S) (IF APP)

_____ FAP _____ MCTAP _____ OAI _____ CLRP _____ SMCR OELRP

RFA PREVIOUS OBLIGATION

- IF MECEP, MUST INCLUDE ALL COMPLETE PRIOR DD 4(s)
- IF MIDN HAS PRIOR SERVICE, MUST INCLUDE ALL COMPLETE PRIOR DD 4(s)
- DD785 AND DROP LETTER IF DROPPED FROM PRIOR OFFICER CANDIDATE PROGRAM
- 368 /FINAL SEP/DISCHARGE FROM ACTIVE DUTY DOCS (PRIOR UNIT AUTHORIZES FINAL SEP LIKE DD 214, RELEASE ORDERS, ETC.)
- ANY OTHER DOCUMENTATION FROM PRIOR OFFICER PROGRAM OR SERVICE AFFILIATION TO INCLUDE SERVICE ACADEMIES
- SMCR SIMULTANEOUS SHOULD NOT APPLY TO ON/E UNLESS PREVIOUS PLC
- OMPF – FOR PRIOR SERVICE (CONTACT ON/E IF UNSURE IF OMPF IS REQ'D)

PREVIOUS OBLIGATIONS

_____ ALL PRIOR SERVICE CONTRACTS DD FORM 4 IN CHRONOLOGICAL ORDER (IF APP)

_____ DD FORM 785 RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING

_____ DISENROLLMENT/SEPARATION LETTER (ALL PRIOR PLC, OCC, ROTC AND SERVICE ACADEMIES)

_____ PROVIDE PREVIOUS FINANCIAL AND/OR SERVICE OBLIGATION DOCUMENTS

_____ NSTC 1533/30 NROTC COST SHEET

_____ DD FORM 368 REQUEST FOR CONDITIONAL RELEASE

_____ FINAL SEPARATIONS DOCUMENTS CONDITIONAL RELEASE TO AUTHORIZE SERVICE OBLIGATION

_____ ALL DD FORM 214

_____ ALL DISCHARGE FROM ACTIVE DUTY DOCUMENTS (IF NO DD FORM 214)

_____ NAVMC 118 (11) CHRONOLOGICAL PAGE (PAGE 11s) _____ PAGE 1, PAGE 2/4 OR PAGE 7/8

_____ SMCR SIMILUTANEOUS ENROLLMENT LETTER (IF APP)

_____ OFFICIAL MILITARY RECORD FILE DISK (IF APP)

RFA CITIZENSHIP DOCUMENTS

- BIRTH VERIFICATION (BIRTH CERTIFICATE OR DD 372, APPLICATION FOR VERIFICATION OF BIRTH COMPLETED BY BUREAU OF VITAL STATISTICS OR DEPT. OF HEALTH
- DO NOT INCLUDE ORIGINAL SSN CARD OR BIRTH CERTIFICATE
- SPOUSE STATEMENT ONLY IF MIDN IS MARRIED (REQUIRES DEPENDENT WAIVER)
- NAVMC 538 FOR THOSE NATURALIZED CITIZENS
- IF PRIOR DUAL CITIZEN, MUST HAVE PROOF THAT NO LONGER DUAL CITIZEN
  - CAN BE DUAL CITIZENS UP UNTIL COMMISSION BUT SECRET CLEARANCE REQUIRES US ONLY
  - PASSPORT RELEASE STATEMENT FOR FOREIGN PASSPORTS….(CHRIS PLEASE ADD IF YOU CAN)
- SECURITY CLEARANCE LETTER (JPAS SCREEN PRINT-OUTS NOT AUTHORIZED)

CITIZENSHIP - DEPENDENTS

_____ BIRTH VERIFICATION (CERTIFIED COPY)

_____ SOCIAL SECURITY CARD (CERTIFIED COPY)

_____ DEPENDENT'S BIRTH VERIFICATION AND SSN CARD (CERTIFIED COPY)

_____ SPOUSE STATEMENT - FMF STATEMENT (IF APP)

_____ MARRIAGE CERTIFICATE _____ DIVORCE DECREE _____ LEGAL GUARDIANSHIP FOR ADOPTION

_____ NAVMC 538 FOREIGN BORN FORM; INCLUDE BIRTH CERTIFICATE TRANSLATED TO ENGLISH/NOTORIZED

_____ DUAL-CITIZENSHIP RENOUNCE LETTER FROM EMBASSY FOR SECURITY CLEARANCE

_____ PASSPORT RELEASE STATEMENT

_____ CERTIFICATION LETTER FOR SECURITY CLEARANCE

RFA MEDICAL

- RFA NOT COMPLETE WITHOUT BUMED (AND NOMI IF AVIATION) LETTER
- WHEN IN DOUBT, INCLUDE ALL MEDICAL DOCUMENTATION
- MIDSHIPMEN MUST INCLUDE ORIGINAL DODMERB (ADMINISTRATIVE)
- ANNUAL CERTIFICATION ONLY WAY TO MAKE PHYSICAL GOOD FOR 5 YEARS.
  - MUST HAVE MOST CURRENT EXTEND PHYSICAL **TO OR BEYOND** COMMISSIONING DATE
  - EXPIRATION DATE BASED ON DATE OF THE PHYSICAL EXAM

REPORT OF MEDICAL EXAMINATION	1. DATE OF EXAMINATION 20111026
PRIVACY ACT STATEMENT	

WITH ALL ANNUAL CERTS, THIS PE EXPIRES 20161026
WITHOUT CERTS, EXPIRES 2013

MEDICAL

_____ PROVIDE ALL MEDICAL DOCUMENTS FOR PROGRAM ENROLLMENT, REENROLLMENT, RETENTION, LINE OF DUTY, CONSULTATIONS, AND LETTERS
PHYSICAL EXAMINATIONS AND MEDICAL HISTORY (DO NOT SEND "WORKING COPIES" OF THE EXAM)
_____ MEPS/MTF 2807 AND 2808/ DODMERB 2351 / 2492 (NROTC MUST INCLUDE ORIGINAL DODMERB PE)
_____ AVIATION FLIGHT EXAMINATIONS (MUST INCLUDE ORIGINAL GROUND PE)
_____ ANNUAL CERTIFICATE OF PHYSICAL CONDITION NAVMED 6120/3 OR PERIODIC HEALTH ASSESSMENT 6120/4 OR SF600 EACH YEAR
_____ ENSURE THE MOST CURRENT CERTIFICATE EXTENDS BEYOND THE COMMISSION DATE
_____ DENTAL EXAM DATED WITHIN 12 MONTHS
_____ HIV RESULTS DATED WITHIN 24 MONTHS
_____ PAP PATHOLOGY RESULTS DATED WITHIN 24 MONTHS AND HCG (PREGNANCY) RESULTS MUST BE INCLUDED
_____ MCRC ENDORSED BUMED/DODMERB CLEARANCE LETTER(S)
_____ MCRC ENDORSED NOMI CLEARANCE LETTER (AVIATION ONLY)

RFA MENTAL SCORES/PRC/ACADEMICS

- MUST INCLUDE ONE OFFICIAL DOCUMENTATION OF QUALIFYING MENTAL SCORE
- POLICE RECORD CHECKS – RECOMMEND COMPLETING THIS
- ACF IS USED TO VERIFY ACADEMIC INFORMATION DIRECT FROM SCHOOL
- DO NOT “CERTIFY” UNOFFICIAL TRANSCRIPTS—SHOWS PROOF OF FULL TIME STUDENT MAKING PROGRESS TOWARDS DEGREE AS SCHEDULED
- PROOF OF DEGREE NOT PROVIDED WITH RFA UNLESS IT IS COMPLETE (OTHERWISE PROVIDED WITH COMPLETED 763 AND COMMISSIONING DOCUMENTS AFTER SWEARING IN AS COMMISSIONED OFFICER)
- MOIs **MUST** VERIFY COMPLETION OF DEGREE REQUIREMENT **PRIOR** TO COMMISSIONING

MENTAL SCORES / POLICE RECORD CHECK

_____ APTITUDE TEST SCORES SHEET (ORIGINAL OR CERTIFIED COPY)

_____ SAT _____ AFQT _____ ACT _____ ASTB (AVIATION ONLY) _____ LSAT (LAW ONLY)

_____ POLICE RECORD CHECKS (IF APP)

ACADEMICS

_____ NAVMC 10469 ACADEMIC CERTIFICATION FORM

_____ OFFICIAL COLLEGE TRANSCRIPTS

_____ MCRC/MCD APPROVED COMMISSION YEAR CHANGE LETTER (IF APP)

_____ MCRC/MCD APPROVED GRADUATION DATE CHANGE LETTER (IF APP)

_____ PROOF OF UNDERGRADUATE DEGREE - REQUIRED FOR DIRECT COMMISSION MEMBERS (ECP, RECP, MCP-R, PLC, PLC LAWYERS, AND OCC)

_____ LAW SCHOOL ACCEPTANCE LETTER

_____ PROOF OF GRADUATE DEGREE

_____ BAR ADMITTANCE / CARD NUMBER

RFA STATEMENTS OF UNDERSTANDING

- ALL SOUs ARE REQUIRED EXCEPT MEDICAL INSURANCE AND REASONS FOR DISENROLLMENT
- PROVIDES APPLICANT'S ACKNOWLEDGEMENT OF POLICY

	STATEMENTS OF UNDERSTANDING
_____	RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES (AND SEPARATION POLICY)
_____	MARINE CORPS POLICY CONCERNING USE OF DRUGS
_____	MARINE CORPS POLICY CONCERNING FRATERNIZATION
_____	MEDICAL INSURANCE NON COVERAGE (PLC/OCC ONLY)
_____	SERVICE MEMBER CIVIL RELIEF ACT
_____	NAVMC 11000 DATA REQUIRED BY THE PRIVACY ACT OF 1974
_____	NAVMC 10418-2 CERTIFICATE OF UNDERSTANDING REASONS FOR DISENROLLMENT (PLC/OCC ONLY)

PROCESSING REMINDER

- MCRC ON/E receives RFAs, screens them and forwards to Officer Appointments (OA) for further screening and processing of commissioning documents.
- OA then forwards to MCRC Ops for TBS class assignment.

QUESTIONS

When in doubt, give us a call.

MCRC ON/E

(703)784-9446/7 (NROTC)

(703) 784-9448 (MECEP)

MCRC OA (703)784-9440

MCRC ON/E Org Email:

mcrcnrotc@marines.usmc.mil

Subj: RFA

Samples and Forms:

http://www.mcrc.marines.mil/UnitHome/OfficerPrograms.aspx

Select “Marine Officer” then “Officer Programs”